

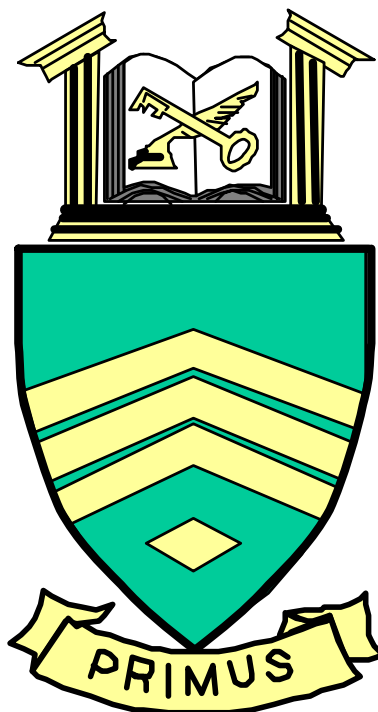
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

U656R (052002)

OCT 02

MAINTAIN A DELAYED ENTRY PROGRAM (DEP)
AND DELAYED TRAINING PROGRAM (DTP)

TRAINING SUPPORT PACKAGE



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TRAINING SUPPORT PACKAGE

**TSP Number/
Hours and
Title** U656R
2.0 Hours
Maintain a DEP and DTP

Effective Date Oct 02

**Supersedes
TSPs** New Lesson (USAREC)

TSP User The following course uses this TSP:

Course Number	Course Title
400-FSC(F) 521-SQIM (F) (VTT)	First Sergeant Course—The Army Training System (FSC TATS)

Proponent The proponent for this document is the U.S. Army Recruiting and Retention Command.

**Comments
and
Recommend-
ations** Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to:

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FORT JACKSON, SC 29207

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**Foreign
Disclosure
Restrictions** The lesson developers in coordination with the Fort Jackson Recruiting and Retention School foreign disclosure authority have reviewed this lesson. This product is releasable to students from all requesting foreign countries without restrictions.

PREFACE

Purpose

This training support package provides the instructor with a standardized lesson plan for teaching the tasks(s) listed in Section I.

This TSP Contains

Table of Contents		Page
Lesson	Section I, Administrative Data	3
	Section II, Introduction/Terminal Learning Objective	7
	TLO: Maintain a DEP and DTP.	7
	Section III, Presentation	10
	ELO 1: Monitor the DEP and DTP.	10
	Section IV, Summary	15
	Section V, Student Evaluation	16
Appendixes	A. Visual Masters	A-1
	B. Test(s) and Test Solution(s)	Not Used
	C. Practical Exercise(s) and Solution(s)s	Not Used
	D. Student Handout(s)	D-1

Maintain a DEP and DTP Program

SECTION I ADMINISTRATIVE DATA

Teaching to Standard

The following courses teach this TSP to standard:

Course Number	Course Title
400-FSC (F) 521-SQIM (F) (VTT)	First Sergeant Course—The Army Training System (FSC TATS)

Task(s) Trained to Standard

This lesson trains to standard the tasks listed in the following table(s):

Task Number:	805B-79R-5564.
Task Title:	Maintain a Company DEP and DTP.
Conditions:	As a first sergeant given UR 350-9 and UR 601-95.
Standards:	Maintained a DEP and DTP Program IAW UR 350-9 and UR 601-95.

Task(s) Taught or Supported

None

Task(s) Reinforced

This lesson reinforces the task(s) listed in the following table: None.

Academic Hours

This lesson requires the following academic hours:

	Peacetime Hours/ Methods	Mobilization Hours/ Methods
	2.0/ SG	/
Test	/	/
Test Review	/	/
Total Hours:	2.0	0 /

Test Lesson Number

E653

Prerequisite Lessons

None

Clearance and Access

There is no clearance or access requirement for this lesson.

References

The following table lists the reference(s) for this lesson:

Number	Title	Date	Additional Information
UR 350-9	Recruiting Company Production Management System	Jul 2002	
UR 601-95	Delayed Entry and Delayed Training Program	Mar 1997	

Student Assignments

Before class—

- Read UR 350-9, chapter 7 and UR 601-95.
- Read Student Handout 1

During class—

- Participate in classroom discussion.

After class—

- Review classroom notes and materials.
- Return recoverable materials to the instructor.

Instructor Requirements

- One Instructor at USASMA VTT site for Distance Learning (DL).
- One Instructor per small group room for First Sergeant Resident Course.
- Special Qualifications-ITC, SGITC, and VTT-ITC (VTT only) qualified.
- Read all TSP material.

Additional Personnel Requirements

This lesson requires the following support personnel for VTT site only:

- One site coordinator at each Distance Learning site.
- Video, audio, and audio linkage equipment operator (optional) at each DL site.
- Video, audio, and audio linkage equipment operator at principal VTT site.

Equipment Required for Instruction

This lesson requires the use of the following equipment:

- TNET communications equipment suite (VTT lesson only).
- TNET room equipment suite (VTT lesson only).
- TNET audio/video linkage equipment (VTT lesson only).
- TV monitor(s).
- Liveboard(s).
- Viewgraph overhead projector.

**Materials
Required**

-
- Butcher Board Paper.
- Instructor materials—
- Visual Aids (VGT): 6
- TSP
 - UR 350-9 and UR 601-95.
-

- Student materials—
- UR 350-9 AND UR 601-95.
 - Pen or pencil and writing paper.
-

**Copyright
Information**

No copyright material reproduced for use in this lesson.

**Gender
Statement**

Unless this lesson states otherwise, masculine nouns and pronouns do not refer exclusively to men.

**Classroom,
Training
Area, and
Range
Requirements**

- Requirements for this lesson(s) are:
- A classroom suitable for small group instruction for a group of 18 students.
 - TNET-equipped room for up-link transmission (VTT only).
 - TNET-equipped classroom(s) that seat up to 16 students each (Distance Learning site only).
-

**Ammunition
Requirements**

None

**Instructional
Guidance**

- Conduct this lesson using the Small Group Instruction method and use the questions provided to generate discussion among the students at the different sites.
 - The facilitator may need to create additional questions to ensure student participation continues throughout the lesson material.
 - The DL (VTT) instructor will select an appropriate site before asking a student a question.
-

**Lesson
Approval**

The following individuals reviewed and approved this lesson for publication and incorporation into the First Sergeants Course-TATS.

Name/Signature	Rank	Title	Date Signed
Copley, Donald D.	SFC	Training Developer	
Gill, James M.	MSG	Dir RRS Trng. and Dev. Dept.	
Mayo, John W.	SGM	FSC, Course Chief, USASMA	
Mays, Albert J.	SGM	Chief, CDD, USASMA	
Gill, David M.	LTC	Commandant, USA RRS	

SECTION II INTRODUCTION

Motivator

Method of instruction: CO
 Technique of delivery: SG
 Instructor to student ratio is: 1:18
 Time of instruction: 00:00 to 00:05
 Media used: None

Effective management of the company's DEP and DTP is absolutely imperative to the overall success of the organization. DEP and DTP management is a critical skill. Beginning with the recruiter, DEP and DTP management is a consideration at all levels in the company. A thorough knowledge and implementation of the applicable regulations and effective leadership and personnel management skills will help to ensure a high percentage of newly enlisted soldiers ship to and successfully complete initial entry training.

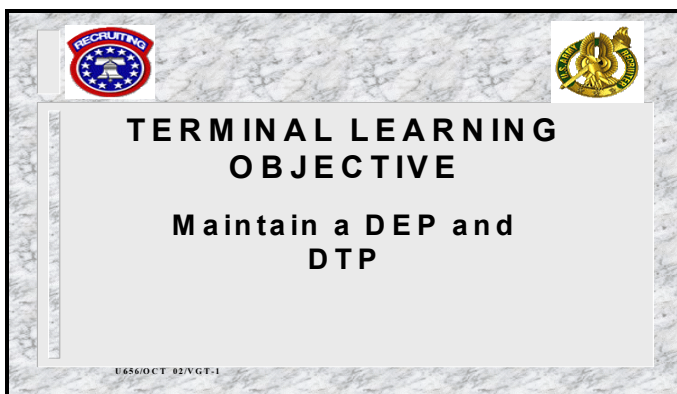
Terminal Learning Objective

NOTE: Inform the students of the following Terminal Learning Objective (TLO) requirements.

At the completion of this lesson, you will

Action:	Maintain a DEP and DTP.
Conditions:	As a first sergeant in a classroom environment, given UR 350-9 and UR 601-95.
Standard:	Maintained a DEP and DTP IAW UR 350-9 and UR 601-95.

SHOW VGT-1, TERMINAL LEARNING OBJECTIVE

**Terminal
Learning
Objective**

NOTE: Have one of the students introduce the TLO.

REMOVE VGT-1

**Safety
Requirements**

None

**Risk
Assessment
Level**

Low

**Environmental
Considerations**

None

Evaluation

At the end of this module, you will receive a written, objective examination. It will test your learning of the objectives from this and other lessons. You must correctly answer at least 70 percent (28 out of 40) of the questions to receive a GO.

**Instructional
Lead-in**

During this lesson, we are going to discuss the regulatory guidance and

standardization for DEP and DTP follow-up, DEP and DTP briefings, and for DEP and DTP functions. You will also learn the methods and ideas for more efficient and responsive management techniques that will assist you in mission accomplishment.

SECTION III PRESENTATION

ELO 1 ENABLING LEARNING OBJECTIVE 1

NOTE: Inform the students of the enabling learning objective requirements.

Action:	Monitor the DEP and DTP.
Conditions:	As a first sergeant in a classroom environment, given UR 601-95.
Standard:	Monitored the DEP and DTP IAW UR 601-95.

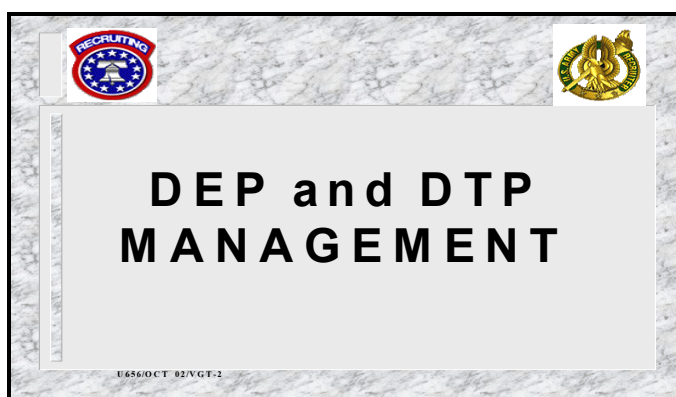
Learning Step/ Activity 1, ELO-1

Method of instruction: CO
 Technique of delivery: SG
 Instructor to student ratio: 1:18
 Time of instruction: 00:05 to 01:40
 Media used: VGT-2 thru VGT-6

LS/A 1, ELO-1 DEP/DTP Management

SHOW VGT-2, DEP and DTP MANAGEMENT

NOTE: At this time, show VGT-2 and discuss the topic.



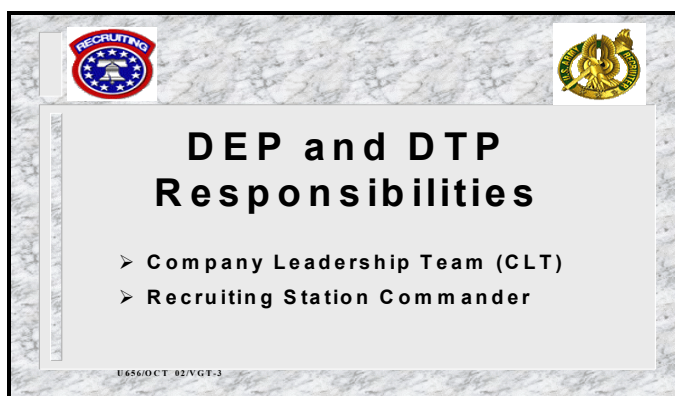
NOTE: Give a short description of the subject and open the class for discussion. Allow time for student interaction.

REMOVE VGT-2

There are certain responsibilities inherent with the DEP and DTP program. The Commanding General (CG), United States Recruiting Command has the responsibility of establishing DEP and DTP management

LS/A 1, ELO-1
DEP/DTP
Management,
continued

procedures to ensure accountability, minimize accession, and emphasize the Referral Program for members of the DEP and DTP. Others in the chain of command have their responsibilities. For this lesson, we will concentrate on the responsibility of the company leadership team (CLT) and the recruiting station commander. We will also discuss enlistment maintenance, DEP/DTP status and how to improve management and retention.

LS/A 1, ELO 1
DEP/DTP
Responsibilities**SHOW VGT-3, DEP/DTP REPOSNSIBILITIES**

(Ref: UR 601-95, para 1-4l and 1-41m)

NOTE: After the instructor introduces the subjects, have the students discuss the information on the slides. They should cite some experiences and use their own words and not read verbatim from the regulation. As a minimum they should cover the information in the reference.

REMOVE VGT-3**Break**

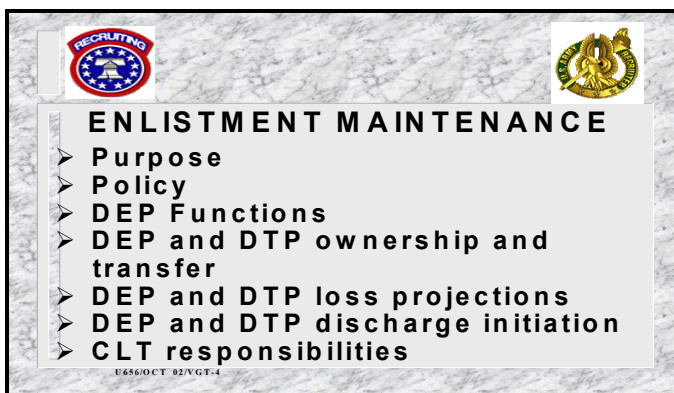
Time: 00:50 to 01:00

Time: 01:00 to 01:40 (continue learning step activity 1, ELO 1)

LS/A-1, ELO 1,
Enlistment
Maintenance,
continued

The next item of discussion is the enlistment maintenance (DEP and DTP) process.

SHOW VGT-4, ENLISTMENT MAINTENANCE



(Ref: UR350-9, chap 7, para 7-1 thru 7-7)

NOTE: Direct the students to the reference (UR 350-9, chap 7, para 7-1 to 7-7. Call on some of the students and have them explain the information on the slide. Ensure that they use their own thoughts, ideas and experiences on the subject matter.

REMOVE VGT-4

DEP/DTP
Status Changes

NOTE: Ask the following question to begin student interaction on the DEP and DTP status changes. Ask the students to cite some personal thoughts on the subject matter. The answer should lead you straight into the VGT's subject matter.

QUESTION: What are some of the reasons a DEP member's status may change?

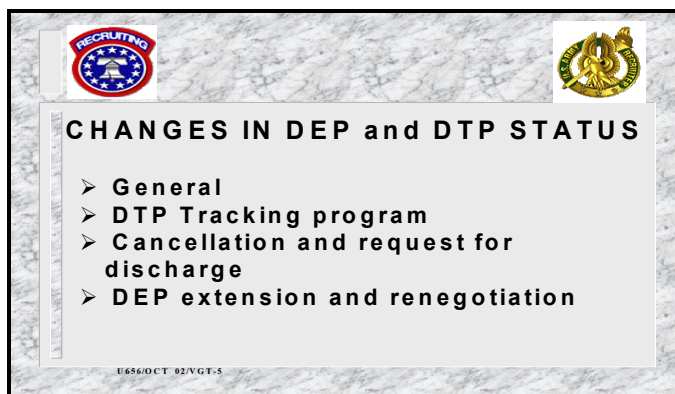
ANSWER: There are several reasons. Some are:

- a. Failure to graduate.
- b. Refuse to enlist.
- c. Failure to report.
- d. Desire to enlist in another service, and
- e. Apathy.

(Ref: UR 601-95, chap 3, para 3-1a)

SHOW VGT-5, CHANGES IN DEP/DTP STATUS

LS/A-1, ELO 1,
DEP/DTP
Status Changes,
continued



(Ref: UR 601-95, chap 3, para 3-1 thru 3-4)

NOTE: After one of the students answers the question, direct them to the reference (UR 601-95, chap 3, para 3-1 thru 3-4). Call on some of the students and have them explain the information on the slide. Ensure that they use their own thoughts, ideas and experiences on the subject matter.

Improving
DEP/DTP
Management

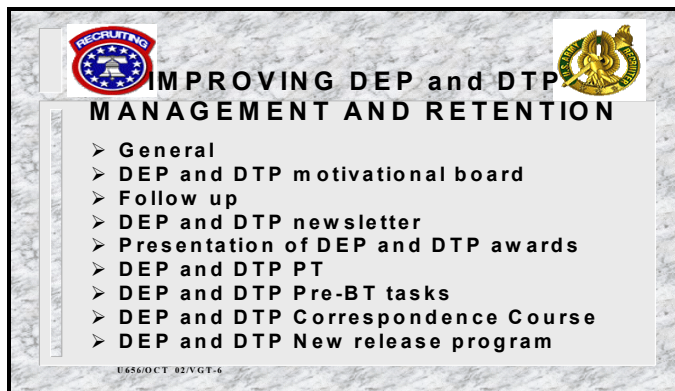
As with any program available in the U. S. Army, there is always room for improvement. We will now discuss ways to improve the DEP and DTP management and retention areas.

REMOVE VGT-5

NOTE: Direct the students to the reference (UR 601-95, chap 5, para 5-1 thru 5-9). Call on some of the students and have them explain the information on the slide. Ensure that they use their own thoughts, ideas and experiences on the subject matter. Ask them for some firsthand experiences--good or bad--and how they coped with them.

LS/A-1, ELO 1
Improving DEP
and DTP
Management,
continued

SHOW VGT-6, IMPROVING DEP and DTP MANAGEMENT AND RETENTION



(Ref: UR 601-95, chap 5, para 5-1 thru 5-9)

Check on
Learning

QUESTIONS and ANSWERS

QUESTION: What is the importance of a periodic DEP and DTP follow-up?

ANSWER: The importance is that not only does a periodic follow-up provide recruiters with the status of DEP and DTP members, it also reinforces the DEP and DTP member's decision to reenlist.

(Ref: UR 601-95, Chap5, para 5-3a)

QUESTION: What happens if a commander does not identify a DTP loss for more than 45 days??

ANSWER: A DTP loss nor identified at least 45 days from ship date will result in a loss of a training seat and training dollars.

(Ref: UR 601-95, Chap 3, para 3-2b)

QUESTION: What are the CLT's responsibilities in the shipment of RA and USAR enlistees??

ANSWER: CLT responsibilities include:

- a. Ensuring RS commanders have all DEP and DTP shippers fully prepared for processing at scheduled date and time IAW UR 350-6 .
- b. Ensuring RS commanders arranged transportation for individuals processing, and required documents are in the possession of each DEP and DTP shipper.

(Ref: UR 350-9, chap 7, para 7-7)

Check on
Learning,
continued

QUESTION: Name four topics that would help improve the DEP and DTP?

ANSWER: Two of the following:

- a. Aggressive follow-ups.
- b. DEP and DTP Motivation Board.
- c. Getting parents involved to prevent them from becoming negative influencers.
- d. CO CDR congratulatory letter
- e. Follow-up letters after entry onto active duty.
- f. Effective and timely USAR IRR-to-TPU hand-off
- g. DEP and DTP Newsletter
- h. Presentation of DEP and DTP awards & promotions
- i. DEP and DTP Pre-basic training tasks and physical training

(Ref: UR 601-95, Chap 5, para 5-1 thru 5-9)

SECTION IV SUMMARY

**Review/
Summarize
Lesson**

Method of instruction: CO
Technique of delivery: SG
Instructor to student ratio is: 1:18
Time of instruction: 01:40 to 01:50
Media used: None

For the past two hours we discussed the importance of having an effective DEP and DTP management programs in your companies. Since this is one of the five critical tasks, DEP and DTP management must be a daily focal point from the recruiter level all the way up to the battalion level.

As a first sergeant, you must ensure you keep your personnel abreast of the most accurate and current rules and regulations pertaining to DEP and DTP management. Once this training takes place, effective implementation of these measures should result in a greater number of new enlistees shipping to basic training.

Check on Learning

The checks on learning for this lesson were the questions throughout the lesson and after the last ELO.

SECTION V STUDENT EVALUATION

Testing Requirements

You will receive a 40-question written examination that may include questions from this lesson. To receive a GO, you must answer at least 28 or more questions correctly.

Feedback Requirement

NOTE: You will participate in an After Action Review (AAR) immediately following the examination for this particular lesson.

Appendix A**INDEX OF VISUAL AID MASTERS****This Appendix
Contains**

This Appendix contains the masters (or facsimiles) of the visual aids listed in this table----

Number	Title
VGT-1	Terminal Learning Objective
VGT-2	DEP and DTP Management
VGT-3	DEP and DTP Responsibilities
VGT-4	Enlistment Maintenance
VGT-5	Changes In DEP and DTP Status
VGT-6	Improving DEP and DTP Management and Retention

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Appendix D

Index of Student Handouts

**This
Appendix
Contains**

This Appendix contains the items listed in this table---

Title/Synopsis	Pages
SH-1, Advance Sheet	SH-1-1 and SH-1-2
SH-2, Student Slide Note Sheets	SH-2-1 and SH-2-2

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Student Handout 1

Advance Sheet

Lesson Hours	This lesson consists of two hours of small group instruction.
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Overview	Effective management of the company's DEP and DTP program is absolutely imperative to the overall success of the organization. DEP and DTP management is a critical skill and you must give it its just consideration at all levels in the company, beginning with the recruiter. A thorough knowledge and implementation of the applicable regulation (s) and effective leadership and personnel management skills will help to ensure a high percentage of newly enlisted soldiers ship to and successfully complete basic training!
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Learning Objective	Terminal Learning Objective (TLO) Action: Maintain a DEP and DTP. Condition: As a first sergeant in a classroom environment, given UR 350-9, chap 7 and UR 601-95. Standard: Maintained a DEP and DTP IAW UR 350-9 and UR 601-95.
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ELO 1 Monitor the DEP and DTP Program

Assignment	The student assignments for this lesson are: <ul style="list-style-type: none">• Read UR 350-9, chap 7 and UR 601-95.• Read Student Handout 1.
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Additional Subject Area Resources	None.
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Bring to Class


All reference material as stated in the assignment block.
Pen or pencil and writing paper.



TERMINAL LEARNING OBJECTIVE



**Maintain a DEP and
DTP**

U656/OCT 02/VGT-1



DEP and DTP MANAGEMENT



U656/OCT 02/VGT-2



DEP and DTP Responsibilities

- Company Leadership Team (CLT)
- Recruiting Station Commander



U656/OCT 02/VGT-3



ENLISTMENT MAINTENANCE

- Purpose
- Policy
- DEP Functions
- DEP and DTP ownership and transfer
- DEP and DTP loss projections
- DEP and DTP discharge initiation
- CLT responsibilities



U656/OCT 02/VGT-4



CHANGES IN DEP and DTP STATUS

- General
- DTP Tracking program
- Cancellation and request for discharge
- DEP extension and renegotiation

U656/OCT 02/VGT-5



IMPROVING DEP and DTP MANAGEMENT AND RETENTION

- General
- DEP and DTP motivational board
- Follow up
- DEP and DTP newsletter
- Presentation of DEP and DTP awards
- DEP and DTP PT
- DEP and DTP Pre-BT tasks
- DEP and DTP Correspondence Course
- DEP and DTP New release program

U656/OCT 02/VGT-6
